

Ol' Fashioned July 4th Festival
Claude Moore Park, Sterling, VA
July 4, 2006, 10:30 AM-3 PM

Call for Food Vendors

We cordially invite food vendors to apply for the Ol' Fashioned July 4th Festival. This is a event that focuses on low-key fun for the entire family including musical entertainment, reptiles shows, pony rides, wagon rides, historic house tours, Frogshackle Nature Center Open House, hands-on nature activities, a 40th Birthday Celebration for Parks, Recreation and Community Services, a cake walk, and much more.

For food vendors, we offer outdoor space on the historic grounds at Claude Moore Park. The park has **VERY limited** electrical resources and does not have any water resources except access to several hose bibs for non-potable water. Ice is not available on-site. We are offering space within the entertainment areas as well as in a central area with shaded seating for customers. Food vendors are responsible for providing and setting up their own tents, trailers, displays, and food vendors will receive an assigned set-up time before and after the show.

Application Process:

- ✓ Review the General Information/Rules and Regulations
- ✓ Complete the Application Form
- ✓ Enclose at least one photo (or send a digital image to claudemoore@loudoun.gov) of your booth/trailer, depicting the complete sales display. Photos will not be returned.
- ✓ Enclose a copy of your proposed menu, including prices.
- ✓ Enclose a copy of your current Food Management Certification.
- ✓ Enclose a copy of your Certificate of Insurance.

Mail all items to the following address by June 16, 2006:

Claude Moore Park
21544 Old Vestal's Gap Road
Sterling, VA 20164
Attn: Food Vendors, Arts & Crafts Show

All applications will be reviewed by Park Manager.

Notification of the application's acceptance will be made by June 21, 2006.

Ol' Fashioned July 4th Festival:

- Claude Moore Park, located in Sterling, VA, is approximately 30 miles from Washington, DC and Frederick, MD, in the heart of Northern Virginia's shopping district, and close to Route 7, the Capital Beltway, the Dulles Greenway, and Route 28.
- This festival is an outdoor one, and is held rain or shine. Severe inclement weather would cancel the event.
- The event is held in the historic district of the park; it's set among the tall trees and grassy meadows and among the Lanesville House (1770s), historic Vestal's Gap Road, and Frogshackle Nature Center. The house and road are both on the National Register of Historic Places.
- Admission to the festival is a \$5/carload parking fee. Pets and alcohol are not permitted.
- Once your trailer/booth is set-up, it cannot be moved. If a vehicle is moved from the vendor's parking area, the vendor will have to park in public parking upon return as vehicles cannot access vendor parking once the show starts.
- Claude Moore Park is enhancing its advertising and promotion for this event. We are listed on over 6 websites focusing on festivals on the East Coast as well as the regional area. We're doing print ads in local newspapers, and an ad is in the Parks, Recreation and Community Services Summer Guide which is distributed to several thousand homes in Loudoun County.
- First Aid service is available on-site.

Food Vendor Rules & Regulations:

Date & Show Hours:

Tuesday, July 4, 2006 – 10:30 AM-3 PM

Set-Up/Break-Down:

- ✓ Assigned set-up and break-down times will be available for all vendors and will be communicated in advance. You will not be able to set-up/break-down outside of your assigned time. This is to allow traffic flow to all vendors' booths for unloading/loading purposes and for vehicular traffic flow.
- ✓ A separate mailing with set-up/break-down information will be mailed two weeks prior to the show. It will include directions, parking passes, parking information, maps, booth location information, set-up times, break-down times, etc.

Food Vendor Requirements:

- ✓ All proposed menu items must be included on the application.
- ✓ Only food items selected by the Park Manager will be accepted. The Park Manager may disallow some items to ensure that they are not overly represented.
- ✓ All Food Vendors are allowed to sell bottled water and canned drinks. However, other beverages will be limited to selected vendors.
- ✓ Applicants are required to submit at least one recent photograph of your booth or trailer, depicting the complete sales display. Photos will not be returned. Hard copies of photos can be submitted with the application or emailed to claudemoore@loudoun.gov. Please label each photograph with your business name.

Space Details:

- ✓ Spaces are assigned. You must indicate on the application the space size that you need (trailer length, width and height, tent size including length, width, and height, etc.). All spaces include some additional storage behind or near the space.
- ✓ Canopies/tents are required for outdoor spaces and each Food Vendor is required to furnish their own canopy and complete display.
- ✓ For vehicles towing trailers, once the trailer is set-up, that vehicle must be unloaded and removed to vendor parking.
- ✓ **Very limited** electricity is available; your request for electricity MUST be noted on the application. Non-potable water is available at a few limited hose bibs on the grounds. Some vendors may require or prefer generators; generators are allowed, but must be set either inside the trailer or behind any tents/canopies and away from pedestrian walkways.
- ✓ Hawking and voice amplification equipment are not allowed.
- ✓ Absolutely no pets or alcoholic beverages are allowed on County property.

Application Information:

- ✓ Applications must be postmarked June 16, 2006.
- ✓ All notifications will be made by June 21, 2006.
- ✓ Application packages must include your current Certificate of Insurance. A copy of the final Certificate of Insurance must be provided by July 3, 2006. This proof of coverage must be in the amount of \$1 million for user liability and be effective for the 24-hr. period of July 4, 2006. The County of Loudoun and Claude Moore Park should be named as an additional insured on this policy.

Safety/Security:

- ✓ The County of Loudoun and Claude Moore Park employees and volunteers are not responsible for any loss, damage, or accident. By applying to exhibit at the show, all claims for such loss, damage, destruction, or injury are expressly waived by the vendor.
- ✓ Vendors are responsible and accountable for their personal conduct and demeanor as well as that of their staff and representatives.

VA Sales Tax & Change:

- ✓ All Food Vendors are responsible for collecting and reporting Virginia sales tax.
- ✓ Vendors should furnish sufficient change for their sales transactions.

Fees/Payments:

- ✓ All Food Vendors will be required to pay 10% of sales to Claude Moore Park; no additional fees for booth space will be charged to Food Vendors.
- ✓ All Food Vendors must provide a complete tally of sales at the end of the day, preferably a register tape. If handwritten, it must be legible. At the conclusion of the event, the Park Manager and Seasonal Assistant Manager will meet with all Food Vendors to collect sales fee.
- ✓ 10% sales fee will be accepted in a check payment, made payable to Claude Moore Park. Cash will NOT be accepted.

**Ol' Fashioned 4th of July Festival
Food Vendor Application Form**

Submission Deadline: June 16, 2006

Name: _____ Business Phone: _____

Cell Phone: _____ Fax Number: _____

Business Name: _____

Business Address: _____

Email: _____ Web Address: _____

Proposed Menu and Price (please submit a complete list; attach additional page if necessary:

Indicate Booth or Trailer: _____

Indicate Actual Booth/Trailer Dimensions: _____ Width x _____ Length x _____ Height

Do you require electricity? _____ Will you supply your own generator? _____

Do you require water? _____

If you require electricity, list all equipment that you will use:

Equipment Name	Amps	Volts	Watts

Total Electrical Requirements: _____

List all of the people assisting you in your booth (required in order to issue parking passes):

I affirm that the information presented in this application is fair and accurate. I have read the General Information /Rules and Regulations and if accepted as a food vendor, I agree to the rules and regulations set forth by Claude Moore Park and the County of Loudoun. I understand that Claude Moore Park employees, volunteers and the County of Loudoun are not responsible for any loss, damage, or accident.

Signature: _____ Date: _____

Checklist; I have enclosed the following:

- ☐ Completed application
- ☐ At least one current photo of booth or trailer, depicting the complete sales display. Photos will not be returned. Digital images will be accepted; email to claudemoore@loudoun.gov. Check here if you're sending digital photos and not enclosing prints: _____ .
- ☐ A copy of current Food Management Certification.
- ☐ A copy of Certificate of Insurance.